

CHAPTER 20

TRAINING AND ADMINISTRATION OF RESERVE (TAR) PROGRAM

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TRAINING AND ADMINISTRATION OF RESERVE (TAR) PROGRAM

20.0 GENERAL INFORMATION.

The purpose of the TAR program is to train and administer the Naval Reserve. The program is open to both male and female personnel. Enlisted TAR personnel serve in demanding billets at sea and ashore providing the support necessary to prepare Naval Reservists to conduct prompt and sustained operations in support of U.S. national interests. Enlisted TAR personnel may be assigned to operational units (e.g. Naval Reserve Force ships and Naval Reserve Force air squadrons), shore activities (e.g. naval reserve centers and naval air stations) and major shore commands (e.g. OPNAV, CNPC, and COMNAVRESFOR).

TAR enlisted personnel are accessed via the TAR Enlistment Program (TEP), conversion of USN and USNR personnel on active duty, and Selected Reserve (SELRES) recall to active duty. TEP provides for first term TAR enlistment and is authorized by 10 USC 510(c) and 511(a). Members of this program are guaranteed "A" school training after recruit training. They incur an eight-year obligation of which 48 months are normally served on continuous active duty. Conversion and recall members also incur a minimum four-year enlistment for active duty obligation. Specific guidance for conversion and recall is contained in this chapter.

Career opportunities exist in the enlisted TAR program for personnel in the following ratings: AC, AD, AE, AK, AME, AMH, AMS, AO, AS, ASM, AT, AW, AZ, BM, DC, DK, EM, EN, ET, HM, HT, IC, IT, MR, MS, NC, PN, PR, SK, and YN. Conversion and recall to active duty in the TAR program is normally restricted to pay grade E5 and below.

20.01 SELECTION CRITERIA. The TAR community is small and opportunities for accession are limited. Manpower requirements (paygrade, rating, and NEC) and sustained professional performance are the primary considerations for selection.

20.02 OBLIGATED SERVICE REQUIREMENTS FOR REASSIGNMENT. Obligated service requirements for reassignment for TAR personnel are contained in Chapter 3.

20.03 CHANGE OF RATE WITH CONVERSION OR RECALL TO ACTIVE DUTY. Changes of rate requests are considered on a case-by-case basis. Personnel in ratings not listed in article 20.0 may request a change of rate in conjunction with conversion or recall to active duty. PERS-913 will forward requests for change of rate to PERS-811 for adjudication. If approved PERS-811 will provide the member, and servicing PSD with written procedures for effecting the change of rate. For information on change of rate requirements see BUPERINST 1430.16 and the MILPERSMAN. If approved, the change of rate letter and TAR recall/conversion letter will be issued simultaneously.

20.04 CONVERSION AND RECALL TO ACTIVE DUTY APPROVAL AUTHORITY. Commander, Navy Personnel Command (PERS-913) is approval authority for TAR conversion and recall to active duty. Members may submit applications for TAR conversion or recall to active duty to PERS-913 via their commanding officer at any time. PERS-913 selects members for TAR conversion and recall to active duty on a monthly basis providing quotas are available.

20.1 ELIGIBILITY REQUIREMENTS FOR CONVERSION AND RECALL TO ACTIVE DUTY.

20.11 ELIGIBILITY REQUIREMENTS FOR RECALL TO ACTIVE DUTY IN THE TAR PROGRAM.

Applicant must:

- Be a member of the SELRES at the time of application for TAR recall.

Retired members and members of the Individual Ready Reserve are not eligible for TAR recall to active duty.

- Have satisfactory drill participation.
- Be designated. Non-designated personnel are not eligible for TAR recall to active duty.
- Have completed all requirements to make rate permanent and must have completed all basic training equivalency requirements if enlisted in a Naval Reserve non-prior service (NPS) program, e. g. advanced paygrade (APG).
- Have completed all requirements to make rate permanent if enlisted in the Naval Reserve in a prior service program (e.g. OSVET, NAVET, and CBVET) with a temporary rate.
- Be able to complete 20 years active service before reaching age 55.
- Meet the physical readiness standards in OPNAVINST 6110.1.
- Meet the MANMED requirements for enlistment.
- Meet the reenlistment quality control standards in OPNAVINST 1160.5.

20.12 ELIGIBILITY REQUIREMENTS FOR CONVERSION TO USNR(TAR).

Applicant must:

- Be designated. Non-designated personnel are not eligible.
- Complete all contractual requirements if reenlisted with a selective reenlistment bonus (SRB). Applicant may be approved for conversion if currently serving under an SRB but may not reenlist in the TAR Program until the full term of obligated service has been completed.
- Have completed a minimum of 24 months onboard current command before submission of application.
- Not be in receipt of permanent change of station (PCS) orders.
- Meet the reenlistment quality control standards in OPNAVINST 1160.5.
- Be within 12 months of projected rotation date (PRD) and expiration of active obligated service (EAOS).

Note: If EAOS and PRD don't match recommend applicant submit a request to the appropriate detailer to align PRD and EAOS before submitting application.

- Meet the MANMED requirements for enlistment.
- Meet the physical readiness standards in OPNAVINST 6110.1.

20.2 APPLICATION PROCEDURES.

22.21 REQUIRED DOCUMENTATION.

- Member submits an Enlisted Personnel Action Request (NAVPERS 1306/7) to CNPC (PERS-913) via the commanding officer. In the "Reason for Request/Amplifying information/Other Request" block of the NAVPERS 1306/7, indicate whether the request is a TAR conversion or recall to active duty. Also indicate any change of rate request as applicable.

- Command endorses the application (see figure 20A) and forwards with the following enclosures:

- Copies of applicable Service Record Page 4s (NAVPERS 1070/604s).
- Copies of applicant's performance evaluations for the last three years.
- Copy of applicant's DD-214s (if applicable).
- Copy of current Physical Readiness Folder (OPNAV 6110/2).
- Naval Reserve recruiters may forward applications in lieu of the commanding officer for individuals not currently serving onboard an active duty command (e.g. terminal leave or TEMDU for separation) if the applicant meets the requirements in paragraph 20.12. Naval Reserve recruiters may assist other active duty members with their request for TAR conversion. However, such requests must still be submitted to CNPC via the applicant's commanding officer.

20.22 APPROVAL OR DISAPPROVAL OF TAR REQUEST.

- PERS-913 will notify applicant of adjudication in writing via member's command officer.
- Approval letters will provide the specific date member is authorized to reenlist and the procedures for reenlistment.
- Disapproval letters will state the reasons for disapproval.

22.23 ORDER WRITING AUTHORITY. Enlisted TAR detailing, NAVRESPERSCEN (Code 4), is the order writing authority for members approved for conversion or recall to active duty in the TAR Program. Member should contact the appropriate TAR detailer for discussion of assignments after receiving a letter of approval.

20.24 DECLINING CONVERSION OR RECALL TO ACTIVE DUTY. Active duty command will report declining of conversion by active duty applicants to PERS-913. Supporting reserve activity will report declining of recall to active duty by reserve applicants to PERS-913.

20.3 PROCESSING PROCEDURES. Applicants who accept conversion or recall to active duty in the TAR program will be processed as follows:

- Members who convert to USNR (TAR) will be reenlisted for 4 years per article 20.0.
- SELRES personnel who have more than 48 months remaining on their current enlistment contract will complete sections 1 and 2 of Agreement to Recall or Extend Active Duty (NAVPERS 1070/622) for the entire period of obligated service indicated on the recall authorization.
- Reservists who do not have 48 months remaining on their current enlistment contract at the time of recall to active duty will be processed using either method described below:

1. Effect an Immediate Reenlistment Contract (NAVPERS 1060/601) for 4 years, completing the Reserve Active Duty Obligation (RADO) block to reflect 48 months.
2. Effect an Agreement to Extend Enlistment (NAVPERS 1070/621) to

their current contract to equal 48 months from the date of recall to active duty. This will extend their Expiration of Reserve Enlistment (EREN). Also prepare an Agreement to Recall or Extend Active Duty (NAVPERS 1070/622) to equal 48 months from the date of recall to active duty. This document will create an EAOS.

The commanding officer of the supporting reserve activity or the officer in charge of the PSD will issue initial orders to personnel recalled to active duty in the TAR Program. Supporting reserve activity or PSD must include the appropriate NAVRESREDCOM, NAVRESCUITCOM DET, and NAVRESPERSZEN (Code 4) as copy to addressees on recall to active duty orders.

20.31 TAR DESIGNATION. While serving in a TAR status, enlisted TAR personnel will be identified as USNR (TAR) (e.g. Rate, Name, USNR (TAR), SSN) on all orders, service record entries, and administrative correspondence. Upon release from the TAR program for any reason, the service record holder will make a service record Administrative Remarks (NAVPERS 1070/613) entry removing the TAR designation. Further use of the TAR designation will be discontinued.

20.32 ADMINISTRATIVE REDUCTION IN RATE. Service record holders will advise members who voluntarily accept an administrative reduction in rate of the guidance provided in paragraph 301.12.13 of the Manual of Advancement (BUPERSINST 1430.16). Members will sign a service record Administrative Remarks (NAVPERS 1070/613) entry (see figure 20B) acknowledging their reduction in rate.

20.33 AVAILABILITY PROCESSING FOR TAR PERSONNEL. Enlisted TAR personnel will be made available for orders to NAVRESPERSZEN (Code 4) per the applicable article in Chapter 18. Orders will not be issued until the member's command or the processing activity submits a complete availability report.

20.34 ASSIGNMENTS. Assignments are dependent upon the needs of the Navy and the member's desires. Enlisted TAR personnel will submit an Enlisted Duty Preference Form (NAVPERS 1306/63) using the instructions in article 20.39.

20.35 TAR SEA/SHORE ROTATION.

- TAR sea/shore rotation tour lengths are determined by rating. See current NAVADMIN for TAR sea/shore rotation tour lengths.

- First term TAR personnel (TEP) with four years initial obligated service will normally be assigned to a sea or shore tour to coincide with their EAOS.

Initial sea/shore tour and PRD will be re-computed upon reenlistment. Member will then be reassigned based on normal rotation.

20.36 REENLISTMENT INCENTIVE. TAR personnel may request assignment under the Guard 2000 program. See article 8.01 for details.

20.37 HOSPITAL ORDERS. Personnel who are hospitalized will be issued temporary duty under treatment orders per Chapter 17. Orders hospitalizing enlisted TAR personnel will include the following statement:

NAME is an enlisted TAR member under the distribution control of Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149. Address availability report to NAVRESPERSZEN (Code 4). Notify NAVRESPERSZEN (Code 4) and last permanent duty station of final disposition if discharged or released.

20.38 DUTY INVOLVING FLYING AIRCREW PERSONNEL (DIFCREW) ORDERS. DIFCREW orders assign qualified aircrew personnel to aircrew billets, see article 9.09 and BUPERSINST 1326.4. Personnel who desire duty as a TAR aircrewman and meet

the requirements of article 9.09 and BUPERSINST 1326.4 should submit a request for orders for duty involving flying on an Enlisted Personnel Action Request (NAVPERS 1306/7) to NAVRESPERSCEN (Code 4) via their commanding officer.

20.39 DUTY PREFERENCE FORM SUBMISSION INSTRUCTIONS.

- The Enlisted Duty Preference form (NAVPERS 1306/63) contains explicit instructions for completion. Chapter 2 contains procedures necessary to complete the form.
- Enter the designator "TAR" in the first three spaces of the remarks section.
- YN/PN/SK/HM personnel who desire an overseas assignment, less Hawaii, must complete the overseas preference section of the NAVPERS 1306/63.
- Personnel who desire to identify additional CONUS shore duty assignments may use the overseas preference section or the remarks section to list additional duty choices.

20.4 GENERAL ASSIGNMENT WITH THE REGULAR NAVY AND REMOVAL OF TAR DESIGNATOR.

- Enlisted TAR personnel may request general assignment with the regular Navy. Member must first be approved for release from the TAR community by PERS-913 before adjudication of general assignment recall request by PERS-811. PERS-913 will notify the member in writing giving the reason for disapproval if disapproved for release from the TAR program.
- If approved for general assignment recall by PERS-811 member will become USNR (Active), the TAR designator will be removed, and member will be detailed by PERS-4.
- TAR personnel will not be authorized to remove the TAR designator or reenlist USN without release approval by PERS-913 and an approved request for general assignment recall by PERS-811.
- Member must sign a service record Administrative Remarks (NAVPERS 1070/613) entry (see figure 20C) agreeing to remain on active duty contingent upon release from the TAR program.

20.41 GENERAL ASSIGNMENT RECALL ELIGIBILITY REQUIREMENTS.

- Applicants must be within 9 months of their PRD and EAOS.
- Personnel must have been serving on active duty at their present duty station for a minimum of 24 months at the time of request and must not be in receipt of PCS orders. Personnel approved for general assignment are normally required to remain at their present duty station until PRD.

20.42 GENERAL ASSIGNMENT RECALL REQUEST APPLICATION.

- Member submits an Enlisted Personnel Action Request (NAVPERS 1306/7) to PERS-913 via member's commanding officer. In the "Reason for Request/Amplifying information/Other Request" block of the NAVPERS 1306/7, indicate that the request is for general assignment recall. Also indicate in this block any change of rate request as applicable.
- Command endorses the application (see figure 20D) and forwards with the following enclosures:
 - Copies of applicable Service Record Page 4s (NAVPERS 1070/604s).

- Copies of performance evaluations for the last four years.
 - Copy of the applicant's DD-214s (if applicable).
 - Copy of Physical Readiness Folder (OPNAV 6110/2).
 - Physical examination (SF88 and SF96); must have been completed within the last 12 months.
 - HIV results; must have been completed within the last 12 months, per Ch.21 article 21.011.
 - Copy of service record Administrative Remarks (NAVPERS 1070/613) entry agreeing to remain on active duty (see figure 20C).
- Note: Include complete address to which recall authority will be mailed and name, telephone number, fax number, and e-mail address of the activity's point of contact in the endorsement.

20.43 SPECIFIC DUTY ASSIGNMENT. General assignment requests should not be submitted under conditional terms. Specific duty assignments can't be guaranteed.

20.44 REENLISTMENT IN THE REGULAR NAVY. Personnel who have been approved for general assignment recall may reenlist in the regular Navy after reporting onboard their ultimate general assignment duty station.

20.45 REQUEST FOR OFFICER COMMISSIONING PROGRAMS AND SPECIAL PROGRAMS. Requests for officer commissioning programs and special programs (e.g. SCORE, RESCORE, STAR, Lateral Conversion, EOD, UDT, New Construction, and Operation Deep Freeze) will be submitted to PERS-913. Approval of a member's request for a commissioning program or special program requires removal of the TAR designator and placement under the distribution control of the regular Navy.

20.46 REMOVAL OF TAR DESIGNATION. A service record Administrative Remarks (NAVPERS 1070/613) entry (see figure 20C) agreeing to remain on active duty will be completed as appropriate and a copy attached to the general assignment request or special program request. Personnel who are approved for general assignment are removed from the distribution control of the enlisted TAR program and placed under the distribution control of the regular Navy.

20.47 REINSTATEMENT OF TAR DESIGNATION. TAR personnel who are approved for general assignment are made available to regular Navy detailing for assignment and lose their TAR designation. TAR personnel who are selected for an officer commissioning program or a special program and disenroll, either voluntarily or involuntarily, are also made available to regular Navy detailing for assignment and lose their TAR designation. Personnel who desire reinstatement of their TAR designation must request TAR conversion as outlined in article 20.2. The request must contain pertinent facts and reasons for reinstatement and disenrollment as applicable. Reinstatement is not guaranteed, but will be consistent with the needs of the TAR program, the regular Navy, and the circumstances surrounding disenrollment. Personnel approved for reinstatement must agree to the appropriate service requirement obligations.

20.5 ENLISTED MANNING INQUIRY REPORT (EMIR).

Commanding officers and officers in charge of units with enlisted TAR personnel assigned will submit Enlisted Manning Inquiry Reports (EMIR) as applicable for enlisted TAR personnel per Chapter 24.

Enlisted Personnel Action Request - Commanding Officer's Endorsement

From: Commanding Officer,
To: Commander, Navy Personnel Command (PERS-913)

Subj: FIRST ENDORSEMENT ON TAR (CONVERSION or RECALL TO ACTIVE DUTY) REQUEST
ICO

Ref: (a) ENLTRANSMAN Chapter 20

Encl: (1) Copies of service record Page 4s (NAVPERS 1070/604s)
(2) Copies of performance evaluations
(3) Copies of DD-214s
(4) Copy of Physical Readiness Folder (OPNAV 6110/2)

1. Per reference (a) enclosures (1) through (4) are provided.

2. (Commanding Officer comments on member's performance and potential as a TAR. Comment on all performance trait marks 1.0 or 2.0, NJPs, civilian convictions, and drug abuse.)

3. The following information is provided:

a. Member's active duty service date (ADSD): _____ (For active duty personnel)

b. Member's expiration of obligated service (EOS): _____ (For SELRES personnel)

c. Date member is available for recall to active duty: _____ (For SELRES personnel)

d. Member's total military service: active _____ inactive

e. Member's date of birth:

f. Member's permanent date of rate:

g. Member participated in the (active/inactive) (mm/yy) advancement examination. Status of selection for advancement: (Indicate selected for advancement or frocked. If frocked give date of advancement to next paygrade if known. Member's selected for advancement may not be eligible for advancement as USNR (TAR). Contact PERS-811 for a preliminary determination of advancement using USNR (TAR) final multiples and advise member before forwarding member's request.)

h. Selected reenlistment bonus (SRB). (Indicate if member is receiving an SRB and provide date that SRB obligated service will be completed. For SELRES personnel receiving SRBs contact COMNAVRESFOR for recoupment.)

i. Date last released from active service:

j. Reenlistment code:

k. Date of USNR-R affiliation:

FIGURE 20A-1

l. Member (will/will not) accept administrative reduction in rate to enlist in the TAR program.

m. Complete mailing address to which recall authority should be mailed and name, telephone number, fax number, and e-mail address of point of contact.

SIGNATURE

Note: Not all paragraphs may be applicable. Mark paragraphs that are not applicable N/A.

FIGURE 20A-2

REDUCTION IN RATE STATEMENT OF AGREEMENT
(Administrative Remarks Page 13)

Date: I voluntarily accept reduction to pay grade _____ this date for the purpose of qualifying for (conversion/recall to active duty) in the TAR program. I understand that future advancements will be in strict accord with instructions, procedures, and limitations that may be in effect at that time. For the purpose of computation of final multiple only for advancement to _____ my TIR date has been established as _____. AUTHORITY: NPC ltr Ser _____ of _____.

Member's Signature

WITNESSED:

Name, Rank and Title of Witnessing Officer

FIGURE 20B

GENERAL ASSIGNMENT STATEMENT OF AGREEMENT
(Administrative Remarks Page 13)

Date: I _____, hereby voluntarily agree to remain on active duty for _____ months general assignment with the regular Navy. This agreement is contingent upon my release from the enlisted TAR Program.

I understand that upon approval of my request for general assignment by CNPC, I will be immediately removed from the enlisted TAR program and placed under the distribution control of the regular Navy. I further understand that my TAR designator will be removed and that it will not be reassigned.

Member's Signature

WITNESSED:

Name, Rank and Title of Witnessing Officer

FIGURE 20C

Enlisted Personnel Action Request - Commanding Officer's Endorsement

From: Commanding Officer,
To: Commander, Navy Personnel Command (PERS-913)
Subj: FIRST ENDORSEMENT ON GENERAL ASSIGNMENT REQUEST ICO
Ref: (a) ENLTRANSMAN Chapter 20
Encl: (1) Copies of service record Page 4s (NAVPERS 1070/604s)
(2) Copies of performance evaluations
(3) Copies of DD-214s
(4) Copy of Physical Readiness Folder (OPNAV 6110/2)
(5) Physical examination (SF88 and SF96)
(6) Copy of service record Administrative Remarks entry (NAVPERS 1070/613)
(7) HIV Results
1. Per reference (a) enclosures (1) through (5) are provided.
2. (Commanding Officer comments.)
3. (Complete mailing address to which recall authority should be mailed and name, telephone number, fax number, and e-mail address of point of contact.)

SIGNATRUE

FIGURE 20D